

## **Chief Development Officer, New Orleans Recreation Development Foundation**

### **POSITION DESCRIPTION**

The New Orleans Recreation Development Foundation is a non-profit organization that financially supports the budget of the New Orleans Recreation Development Commission, which aims to provide access to quality recreational opportunities for all citizens of New Orleans, regardless of age. To do this, we're building a staff of passionate and creative people to join our mission.

The New Orleans Recreation Development Foundation seeks a seasoned development professional to be the strategic leader, visionary, and key architect to drive all fundraising efforts, including major individual, corporate, and foundation support. Working closely with the Foundation members, Commission, and CEO, you will pursue and cultivate high-potential major gifts.

### **ORGANIZATION**

As of January 1, 2011, the newly formed New Orleans Recreation Development Commission assumed the day-to-day operations of the former New Orleans Recreation Department. The New Orleans Recreation Development Commission (NORDC) is a public/private partnership that is governed over by a 13 person Commission that sets recreational policy.

The New Orleans Recreation Development Foundation (NORDF) exists to financially supplement the programming and capital projects of NORDC. The independent non-profit works in conjunction with NORDC and will handle all fundraising for the Commission.

### **RESPONSIBILITIES**

- Lead and manage the overall fundraising initiatives.
- Oversee a variety of special events and other donor-related strategic partnerships.
- Assess current development processes and procedures and, where necessary, design and implement new development system to efficiently support the development operation and enhance donor experience
- Develop annual fund raising activities plan to include a stewardship plan for recognizing and thanking donors and volunteers.
- Oversee research funding sources and trends, with foresight, to help position the New Orleans Recreation Development Foundation ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Monitor and report regularly on the progress of the development program
- Public speaking at association events is required

- Other duties as assigned by the CEO and New Orleans Recreation Development Commission Foundation

## **CORE VALUES AND COMPETENCIES**

### *You are uniquely people-oriented*

You're more than capable of cultivating productive relationships. As Managing Director, you'll work closely with large corporations, philanthropists, influencers, and other diverse personalities; this doesn't intimidate you, but excites your passion to work with some of the most influential people in our culture. You thrive on developing and managing these relationships with intelligence, maturity, and professionalism.

### *You have a remarkable track record*

Your history of successfully procuring five and six-figure donations or sales and through your years of applicable experience have cultivated your wisdom and nuanced creativity for this position.

### *You're a strategic leader*

You have the strategic capabilities and social intelligence required to build scalable models that leverage the New Orleans Recreation Development Foundation's brand, assets, relationships, and opportunities to meet aggressive growth goals.

### *You're an inventor, an innovator*

The New Orleans Recreation Development Foundation is committed to creating break-through ways to connect people to our cause. You thrive in a creative, inventive, fast-paced environment, with people who are passionate about their work and mission.

## **QUALIFICATIONS & EXPERIENCE**

The ideal candidate will be a dynamic, driven, and sophisticated professional excited by opportunity to shape the future of the development department and the organization as a whole. This cutting-edge development executive will be entrepreneurial, resourceful, and a savvy relationship builder – able to translate vision into action by motivating others and moving the agenda forward. He/she will be energized and passionate about the mission and activities of the organization. The ideal candidate will have:

- A minimum of 5 years fundraising leadership.
- Successful track record of personally identifying, cultivating, and soliciting major individual and institutional donors.
- Outstanding communication skills, articulate, and persuasive, with well-honored relationship building skills.

- A results and solutions driven, positive attitude
- Knowledge of the local and national philanthropic arena
- Knowledge of local, state, and federal funding sources through government and non-government institutions.
- A team-orientation and strong work ethic, essential for this demanding environment, which continually strives for excellence.
- Highly developed interpersonal skills with the executive presence and personal style to represent the organization to multiple constituents.

## **EDUCATION**

Bachelor's degree is required

## **TRAVEL**

Some domestic travel expected

## **COMPENSATION**

A competitive compensation package will be offered to the successful candidate.

## **APPLY**

To apply, please send cover letter and resume to Judy Young at 1300 Perdido Street  
Chief Administrative Office 9<sup>th</sup> Floor New Orleans, LA 70112

## **APPLICATION DEADLINE**

May 31, 2011